

Leave of Absence Action Paid or Unpaid

PA40

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
6/6/05	Kathy Henry	Recreate current procedure to accommodate UP017 (Recording LWOP Hours)
6/16/05	Rena Cawyer	SME review, approve
6/16/05	Marie Dunlap	
7/13/05	Teresa Dillon	Testing Review
7/13/05	Heather Hansen	Training review, approve
8/10/05		Agency Review
8/12/05	Chylynn Hansel	Edits
8/17/05	Jenelle Anderson	Added messages table
5/9/09	Chylynn Hansel	Edits

Purpose

Use this procedure to put an employee on a leave without pay (LWOP) using the Personnel Action, Paid Leave of Absence or Unpaid Leave of Absence.

Trigger

Perform this procedure when leave has been requested and approved.

Prerequisites

An employee must exist in HRMS.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions

Transaction Code

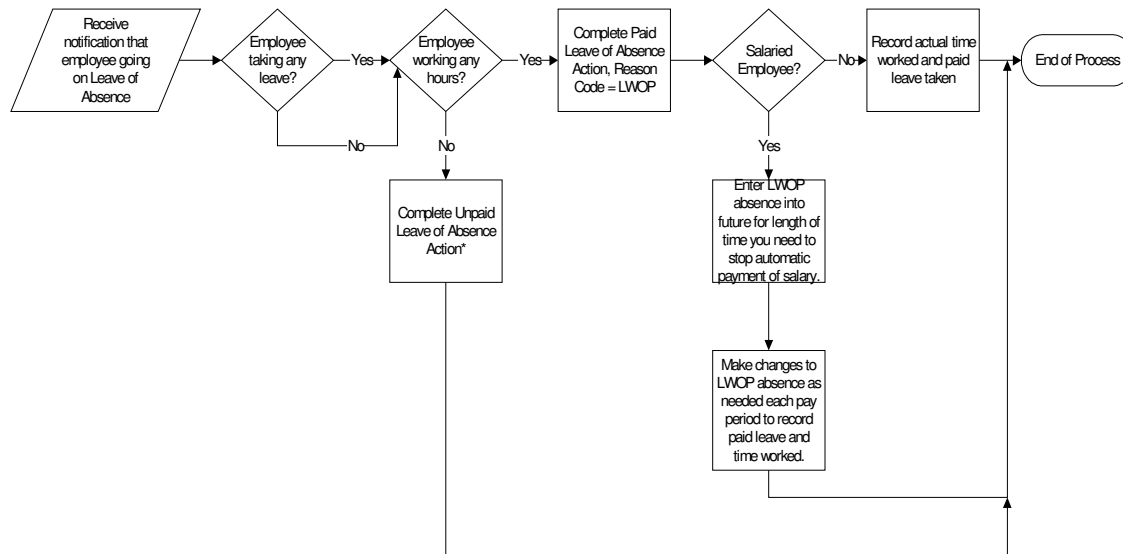
PA40

Helpful Hints

- If an employee is going on LWOP, will not be working any hours, and does not want to retain benefits while on leave without pay, complete the **Unpaid Leave of Absence** action.
- If an employee is going on LWOP, may work sporadically during the leave time and/or wants to retain benefits while on leave without pay, complete the **Paid Leave of Absence** action.
- If the employee is on an extended leave of absence, you may have to adjust the Unbroken Service date, Anniversary date, and Seniority date in the *Date Specifications* infotype (0041). For information about making these adjustments, see [Date Specifications - Maintain](#).
- For rules about adjusting Date Specifications, refer to:
 - [WAC 357-31-345](#)
 - [WAC 357-46-055](#)
 - Agency bargaining agreements
- Deductions, Membership Fees, and certain benefits may need to be delimited while the employee is on leave.
- To help understand the logic behind this procedure, consult this diagram:

Process Leave of Absence Workflow

Process Leave of Absence






*Unpaid Leave of Absence action stops pay and leave accruals. It prevents time entry so no leave taken, time worked, or Leave Without Pay (LWOP) absence can be entered.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example: Make an entry in all required fields. Action: Fix the problem(s) and then click (Enter) to proceed.
Warning 	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to proceed.

Title: Leave of Absence Action Paid or Unpaid
Processes :
Sub-Processes :

HRMS Training Documents

Message Type	Description
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Related Procedures

[Date Specifications – Maintain](#)

[Enter Absences and/or Hours Worked in CATS](#)

State of Washington HRMS

File name: LEAVE_OF_ABSENCE_PAIDORUN PAID.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 5/15/2006 7:57:00 AM


SAP Parent
Page 4 / 12


Procedure

1. The **Personnel Administrator Processor** starts the transaction using the above menu path or transaction code **PA40**.

Personnel Actions

2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 20000411
From	R	The start date for the personnel action.  Enter the last day the employee worked. Example: 6/6/2005

3. Click  (Enter) to validate the information.


Title: Leave of Absence Action Paid or Unpaid
Processes :
Sub-Processes :

HRMS Training Documents

Personnel Actions

4. Perform one of the following:

If	Then	Result
An employee is going on LWOP, will not be working any hours, and does not want to retain benefits while on leave.	Click Unpaid Leave of Absence	Stops pay and leave accruals. No time can be entered into Cross Application Time Sheet (CATS).
An employee is going LWOP, may work sporadically during the leave time and/or wants to retain benefits while on leave without pay.	Click Paid Leave of Absence	Pay and leave accruals will continue unless leave absence is recorded in CATS.

5. Click  (Execute) to start the action.

State of Washington HRMS

File name: LEAVE_OF_ABSENCE_PAIDORUN
Version: SME Approved Script
Last Modified: 5/15/2006 7:57:00 AM
 PAID.DOC
Reference Number:

SAP Parent
 Page 7 / 12

Copy Actions (0000)

Copy Actions (0000)

Execute info group Change info group

Pers.No. 20000411
 Name Smith Raymond
 PersArea 1110 Dept of Personnel EGroup 00 Permanent
 PSubarea 0001 Non Represented ESubgroup 00 Exception Hourly Status Active
 Start 06/07/2005 to 12/31/9999

Personnel action
 Action Type Paid Leave of Absence
 Reason for Action [X]

Status
 Employment Active

Organizational assignment
 Position 60186031 HR Compensation Analyst H
 Personnel area 1110 Dept of Personnel
 Employee group 00 Permanent
 Employee subgroup 00 Exception Hourly

Additional actions

Start Date	Act	Action type	ActR	Reason for acti

6. Complete the following field:

Field Name	R/O/C	Description
Reason for Action	R	The reason for performing this action. Example: LWOP – Leave w/o Pay

6.1 In the **Reason for Action** field, click  (Matchcode) to open the selection list.

Reason for Action

Reason for Action (1) 30 Entries Found

Restrictions

Action Type: U8
Name of action type: Paid Leave of Absence

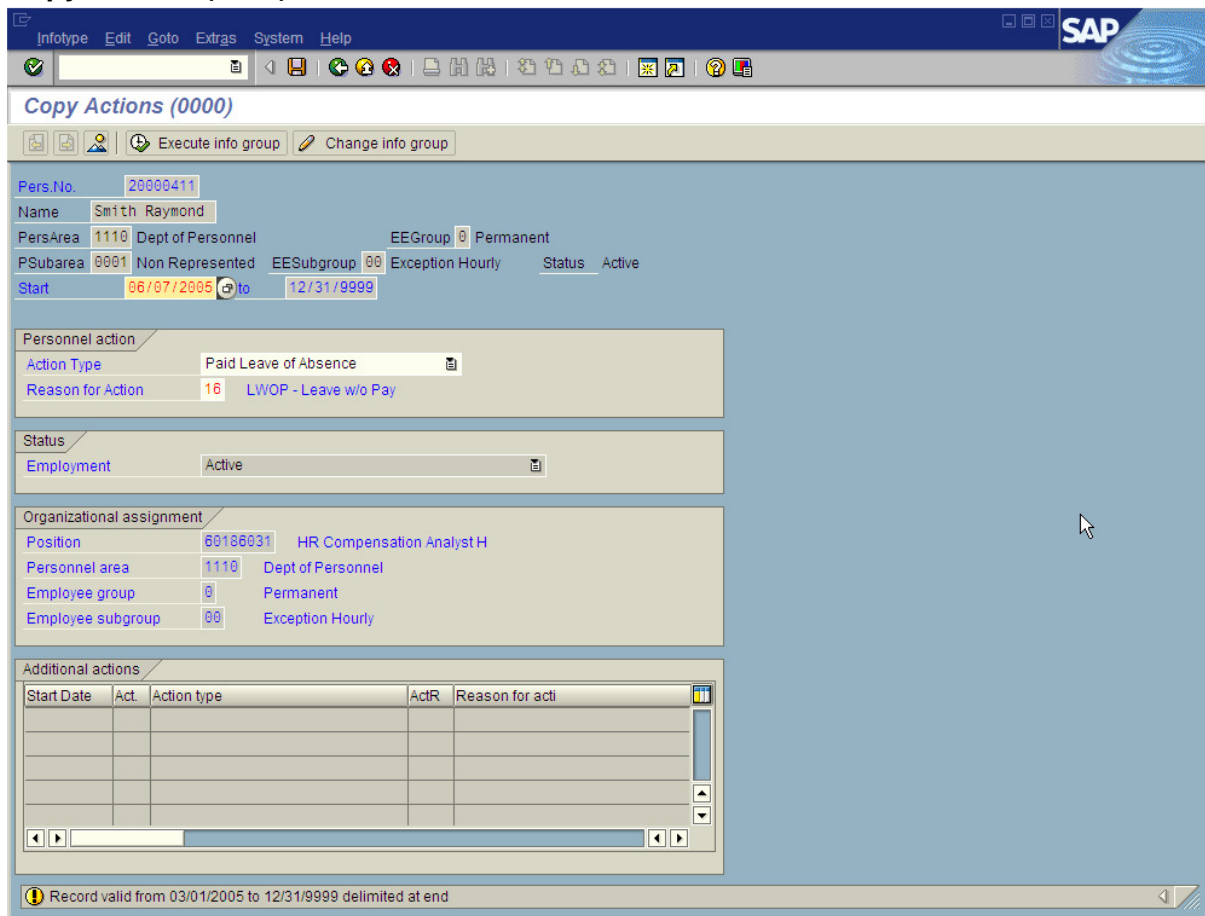
Ac...	Name of reason for action
00	Marine Inactive/Layoff/LWOP
01	Administrative Leave
02	Assault Leave
03	FMLA
04	Home Assignment
05	Military LWP
06	School Close-Cert & Classified
07	Shared Leave
08	Maternity Leave
09	Disability Pay (WSP)
10	LWOP - Collective Bargaining
11	LWOP - Educational
12	LWOP - FMLA
13	LWOP - Gov's Exch Program
14	LWOP - Gov Service Apptmt
15	LWOP - L & I
16	LWOP - Leave w/o Pay
17	LWOP - Legislative
18	LWOP - Medical
19	LWOP - Military
20	LWOP - Peace Corps
21	LWOP - Sabbatical
22	LWOP - School Closure
23	LWOP - Suspension
24	LWOP - Unauthorized Leave

30 Entries Found

6.2 Select the appropriate reason for action.

6.3 Click  (Copy) to accept.

Copy Actions (0000)




The screenshot shows the SAP 'Copy Actions (0000)' transaction. The top bar includes the SAP logo and standard menu options (Infotype, Edit, Goto, Extras, System, Help). Below the title bar, there are buttons for 'Execute info group' and 'Change info group'. The main data area contains the following fields:


- Pers.No.:** 20000411
- Name:** Smith Raymond
- PersArea:** 1110 Dept of Personnel
- EEGroup:** 00 Permanent
- PSubarea:** 0001 Non Represented
- EESubgroup:** 00 Exception Hourly
- Status:** Active
- Start:** 06/07/2005 to 12/31/9999

Below these fields are three expandable sections:

- Personnel action:** Action Type: Paid Leave of Absence; Reason for Action: 16 LWOP - Leave w/o Pay
- Status:** Employment: Active
- Organizational assignment:** Position: 60186031 HR Compensation Analyst H; Personnel area: 1110 Dept of Personnel; Employee group: 00 Permanent; Employee subgroup: 00 Exception Hourly

At the bottom is an 'Additional actions' table with columns: Start Date, Act, Action type, ActR, and Reason for acti. The table is currently empty. A status bar at the very bottom indicates: 'Record valid from 03/01/2005 to 12/31/9999 delimited at end'.


7. Click  (Enter) to validate the information.


8. Click  (Save) to save.

Create Monitoring of Tasks (0019)

9. Complete the following fields:

Field Name	R/O/C	Description
Task Type	R	The type of task to be monitored. Example: End of Leave
Date of Task	R	The date when the task will occur. Example: 7/1/2005

10. Click  (Enter) to validate the information.

11. Click  (Save) to save.




For the **Personnel Administration Processor**, this will mark the end of the Paid or Unpaid Leave of Absence action. The **Personnel Administration Processor** should

State of Washington HRMS

notify the **Time and Attendance Processor** and the **Payroll Processor** and inform them that the employee is on a Paid or Unpaid Leave of Absence.

12. The **Time and Attendance Processor** should perform one of the following:

If	Then
Employee is salaried	Record LWOP absence into CATS for planned length of leave. Each pay period, adjust LWOP hours as needed to account for any hours worked and paid leave.  Prior to running payroll for a salaried employee, you should verify that LWOP hours have been entered into CATS. If they were not, the employee will be paid.
Employee is hourly	Record any actual time worked and paid leave taken.



If the employee wants to retain benefits while on leave, the time worked plus paid leave must equal at least eight hours in a month.

For more information about recording time in CATS, see [Enter Absences and/or Hours Worked in CATS](#).

13. You have completed this transaction.

Result

You have put an employee on a LWOP using the Personnel Action, Paid Leave of Absence or Unpaid Leave of Absence.